## APPENDIX III - STEPS FOR PAYMENT VIA I-BANKING (only applicable to iBanking user with DBS/POSB) & ATM TRANSFER

## 1) I-BANKING

Step 1: Logon to <u>http://www.dbs.com.sg/personal</u>. Go to 'Payments' and select 'Bill payment'.



Step 2: Select 'LASALLE COLLEGE OF THE ARTS' and click 'Submit'.

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<b>POSB</b>		iBanking	
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<ul> <li>Register New iB Secure Device</li> <li>Account Information</li> <li>Funds Transfer</li> <li>Funds Transfer (Overseas)<sup>New</sup></li> <li>Payments</li> </ul>			
<ul> <li>Bill Payment</li> <li>Top Up <i>PayPal</i></li> <li>Bill Payment: Manage Billing Arrangements</li> </ul>			
<ul> <li>GIRO: Manage GIRO Arrangements</li> <li>Credit Card</li> </ul>	To pay payee not in your pre-arranged list, please select from the droplist below.		
Payment'**** ▶ Pay Easy: Mail Demand Draft	LASALLE COLLEGE OF THE ARTS	View Full List	
▶ Pay Easy: Mail iB Cheque	E Submit Clear Cancel		
<ul> <li>Manage iB Cheque/Demand Draft Payee</li> </ul>			
▶ Cashier`s Order Purchase			
<ul> <li>Demand Draft Purchase</li> </ul>			

Step 3: Key in amount to be paid.

Key in the 'Bill Ref No.' given on the top right hand side of your fee advice in the 'Consumer Reference No.' box for identification purpose \*. Then, click 'Submit'

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IB Homepage Logout	Bill Payment         22 Jul 2013 11:31 AM Singapore         Simply select the account that you want to pay         Payee Name         Pay From         Amount         Consumer Reference No.         Payment Type:         Immediate Payment         Future Payment. Please select date of (You may specify a date up to 30 days in a second second we)         All payments made after 11:30PM (or 8: 0 allow sufficient time for processing to a service can only be perform         Submit       Clear	from, fill in the payment amount and consumer LASALLE COLLEGE OF THE ARTS SS View I ore of payment: advance) DBS/ POSB Credit or Charge Card Iccou ill be used to settle transactions incurred on b 30PM on the last working day of the month w by the corporation, you are advised to pay 20 ied via a SGD account.	Image: Control of the payment   Image: Control of the payment   Image: Control of the payment   Image: Control of the Control control control control of the payment   Image: Control of the Control control control control of the payment   Image: Control of the Control control control control of the payment of t	

Step 4: When payment is done successfully, please print or keep a screenshot of the receipt/acknowledgement page for verification with LASALLE

Finance.

## 2) ATM TRANSFER



Step 1: Insert your DBS/ POSB ATM card into the card slot and key in your personal pin number.

Step 2: Select 'Other Services' option followed by 'Credit Card/ Bill Payment' option.



Step 3: Select 'LASALLE'.





Step 5: Enter the amount payable as per indicated in the fee advice.



Step 6: Press 'Confirm' to proceed with the transaction. Please remember to keep your transaction receipt for future reference or verification purposes.

ONCR OU HAVE REQUESTED PAYMENT TO: ABC OORGANISATION :\$100.00 AMOUNT POSE SAVINGS FROM A/C : 123-45678-9 A/C NO. BILL REF NO: 1234567890 TO CONFIRM, PRESS PRESS CANCEL KEY TO CANCEL,